

SPF SIG
Training/Outreach Work Group Meeting
January 30, 2007

Attending: Marcia French, Jessica Parks, Sonya Cleveland, Martha Payne, Paula Parker-Sawyers, David Bozell, Mary Lay

Strategic Plan update:

In looking at recommendations from CSAP meeting, with the observation of six priorities, three have been approved with 60/20/20 allocation. Based on the applications received, 60% will go to alcohol, 20% is going to cocaine and meth respectively.

Due to confusion, new scoring documents were sent to Joe from PIRE on Friday Jan. 26th. They needed more explanation with the charts and also requested little changes with some of the pages. Marcia stated that Joe feels we should fully anticipate approval within the next few weeks. There was also a meeting to go through the RFS, in which point many changes were made. Marcia is working on these changes and writing a sample contract. With this information, it has been noted that there should be a hold on planning before March 1st. Request has been made within the group to have Joe provide feedback before submittal of RFS.

Informational Planning

One place is secured for our March 5th TA. There was a concern about the regional trainings, due to the issue that the audiences in the three different regions will inquire about different concepts; therefore, our message will be inconsistent. Moreover, it was suggested that we hold an informational meeting that is seemingly not required, while a Letter of Intent WILL be required. At this point there will be dissemination of power points, as well as a pre-training for the LCC's so they can be readily available to help certain communities. It was then decided that we will hold this informational **March 1st from 1pm-5pm (location TBA)**. After this informational meeting, we will be able to hand out RFS, a summary document and a schedule of things to come as people exit.

The following is the layout of the aforementioned informational meeting:

Topics Discussed:

Topic	Who's Responsible	Specifics	Timeline
1. Overview of SPF	SPF Staff	Discuss goals; timeline	15min.
2. Target Population	SEOW	SEOW report, etc.	30min.
3. Data/Community Resources	PRC (Eric and ICJI)	What resources are needed to further process	30min.

4. Organizational Readiness	OFBCI		20min.
5. Afternoon Break			20min.
6. Cultural Competency Readiness	Cultural Competency work group		20min.
7. Evaluations	Dr. Eric Vance		20min.
8. RFS Do's and Don'ts	Jeff		20min.
9. Q & A	SPF Staff	Document questions on cards, answer what we can, and address the rest that need more research later.	

TA Workshops

The Regional Technical Assistance Workshops will be held on the following dates:

Mon. **March 5th** in Clarksville

Thurs. **March 8th** in South Bend

Wed. **March 14th** in Indianapolis

We will post FAQs at the beginning of the following week. We will require that questions be submitted by **March 15th**.

Newsletter update

We will be distributing the newsletter every other week until July. It has been suggested to include an educational “SPF 101” piece. Paula and Jessica will meet to put together a topic schedule for future newsletters, in which they will need feedback from the workgroup.

Next Meeting Schedule

- Meeting next week will be held on **Monday February 5th** at **noon**. This will be a working lunch, so please bring your food, along with materials. For this meeting, there will be discussion of the regional TA structure. (Location TBA)
- Meeting on **Friday March 2nd** at **1pm** to go through collected questions from March 1st informational. (Location TBA)